

Vacancy Announcement

Announcement #	438-09116	Position	General Supply Specialist (Asst. Chief, SPD)		
PayPlan	GS	Series	2001		
TargetGrade	9	Target PD		Pay Range	\$46,625-\$60,612
Dev Grade	7	Dev PD		Dev Pay Range	\$38,117-\$49,553
1st Dev Grade		1st Dev PD		1st Dev Pay Range	
Opens	05/21/09	Closes	06/12/09	Openings	1
Tour of Duty, etc	Monday - Friday; 8:00 a.m.-4:30 p.m.				
Special Comments	Subject to completion of 1-year probationary period for assignment to supervisor/managerial position.				
Service	Logistics Service				
Section	Supply, Processing & Distribution Section				
Area/Consideration	VA Employees, Veterans, Status Eligibles				
Duty Site	Sioux Falls, SD				
Major Duties	<p>The incumbent serves as the Assistant Chief SPD under the direction of the Chief of Logistics responsible for the overall SPD inventory management. The incumbent serves as the assistant manager for all SPD functions, inventory management functions, including procurement, to provide total supply support for clinical services throughout the medical center and Community Based Outpatient Clinics (CBOCs). SPD is the central point from which patient care, medical and surgical supply inventories, instruments and equipment are procured, received, processed, packaged, and distributed throughout the medical center and CBOC's. SPD includes Decontamination, Sterile Preparation, Storage and Distribution. Incumbent assists/reviews/evaluates work performance to ensure procedural compliance in work processes, completeness and quality of end products are achieved. The incumbent supervises (9) Medical Supply Technicians, (1) Inventory Manager, and (1) Purchase Agent. Incumbent establishes and clearly communicates guidelines and performance expectations for assigned staff; i.e.,</p>				

recommendation of personnel actions, performance review, approval/disapproval of leave requests, develop work improvement plans, resolve informal complaints/grievances, training requirements, furthering goals of equal employment opportunity (EEO), etc. Incumbent performs work concerned with analyzing, developing, evaluating or promoting improvements in the policies, plans, methods, procedures, systems or techniques of programs in assigned sections. Incumbent assists in establishing and monitoring budget and resource allocations through fund control points, credit cards, contracts, and sharing agreements. Incumbent will participate in management staff and committee meetings as designated by Chief, Logistics Service. Incumbent must have substantial knowledge in medical center regulations, policies and mission as well as management principles, organizational structure and ability to utilize techniques of analysis and evaluation.

Incumbent ensures staff receives applicable training in such areas as the use and functioning of new medical supplies, instruments and equipment; new or improved sterilization practices; and developments in microbiology, bacteriology and therapeutic practices as they affect the sterile supply operation. The incumbent is required to be Level II National SPD Certified and understand sterilization parameters, biological monitoring, preparation and packaging and follow VHA 7176 Directives and SPD Policies and Procedures.

Data processing systems include IFCAP, VISTA, GIP, or future accounting systems. Has regular access to printed and electronic files containing sensitive data, which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, Federal regulations, VA statutes and policy.

Time In Grade

Time-in-grade (TIG) restrictions now remain in effect through at least 8/15/09 [a Saturday]. The U.S. Office of Personnel Management (OPM) has extended the effective date when it may or may not eliminate TIG restrictions from its regulations, to no sooner than 8/16/09 [a Sunday].

Qualifications

Applicants must meet the minimum qualifications as stated in Qualifications Standards Handbook.

GS-7: One full year of graduate level education or superior academic achievement OR one year of specialized experience equivalent to at least the GS-5 grade level.

GS-9: Master's or equivalent graduate degree or 2 full years

of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR one year specialized experience equivalent to the GS-7 grade level.

Specialized Experience: Progressively responsible analytical, administrative and supervisory experience performed in a health care facility or a higher organizational echelon with advisory or directional authority over such facilities. Work must have involved a close working relationship with facility managers and/or coordinator of administrative, clinical or other service activities and provided knowledge of: missions, organizations, programs and requirement of human resources management programs, regulations and standards in various administrative areas; i.e., personnel, management planning, policy and decision making actions, budget, etc..

The complete OPM Qualifications Standard Handbook defining specialized experience as well as the provisions to substitute education for experience is available for review in the Human Resources Management Service.

Rating Factors

KSAO #1: Ability to read, understand, interpret, and apply the regulations and policies to a wide variety of situations.

KSAO #2: Effectively communications written and orally concerning inventory/material management principles, sterile processing and education of subjects to various level of management.

KSAO #3: Planning, assigning, scheduling, and directing work to be accomplished within the organization with competing time requirements and diversified staff.

KSAO #4: Manages sterile processing of medical instruments and devices. Ensures aseptic technique in all processes of central services. Subject matter expert for sterile processing technique.

KSAO #5: Effective use of technology to assist in performance monitoring and system redesign to enhance customer service, SPD processes, inventory management and staff education.

Application Process

Current Sioux Falls VAMC applicants must submit an application package consisting of:

- OF 612, "Optional Application for Federal Employment" and/or resume
- Copy of latest performance evaluation
- Copy of most recent SF 50, Notification of Personnel Action
- Rating Factor (KSA) narrative.

Veterans and Status Applicants must submit an application package consisting of:

- OF 612, "Optional Application for Federal Employment" and/or resume
- OF 306, "Declaration for Federal Employment"
- Copy of latest performance evaluation
- Copy of most recent SF 50, Notification of Personnel Action
- Rating Factor (KSA) narrative.

If a veteran: Veterans Preference eligible's, including VRA 30% disabled, must submit a copy of ALL DD-214's and a SF-15 (if 10 point preference is claimed) with current (dated within the last 12 months) proof of a service-connected disability.

•References: Provide name, address, phone and relationship for three to four references

NOTE: These forms may be obtained through the Human Resources Office or from www.sioxfalls.va.gov.

Application packages are to be submitted to and received in the VA Medical Center, Human Resources Office (05), 2501 W. 22nd St., Sioux Falls, SD 57105 no later than the closing date of the announcement.

If you have questions, please contact Coleen Wright, HR Specialist, at 605-336-3230 Ext. 6429 or Coleen.Wright@va.gov

EQUAL EMPLOYMENT: All applicants will receive consideration without discrimination for such reasons as race, color, religion, national origin, sex, lawful political affiliation, marital status, non-disqualifying physical or mental handicap, age, or membership or non-membership in a labor organization.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the agency. A decision for granting reasonable accommodation will be on a case-by-case basis.

SECURITY: Appointments in the Federal Government are subject to a criminal background investigation.

CONDITION OF EMPLOYMENT: Direct Deposit/Electronic Funds Transfer (DD/EFT) has been established for new civilian employees and employees competitively selected for

promotions and reassignments. Employees meeting this definition must enroll in DD/EFT or request a waiver of enrollment. Information will be provided when the job offer is made and during in-processing.